

## **ARTICLE 24**

### **SUPPLEMENTAL EMPLOYMENT**

Supplemental employment is permitted under the following conditions:

1. The additional employment must in no way conflict under this Article or under present Civil Service Rules and Regulations with the employee's hours of State employment, or in quantity or interest conflicts in any way with satisfactory and impartial performance of State duties.
2. The employee provides written notice to the Appointing Authority before engaging in any supplemental employment for the primary purpose of addressing any potential conflict of interest. The Employer will respond to such notice as soon as possible, but no later than ten (10) work days. If the Employer does not respond within the ten (10) work day period, the employee may engage in the supplemental employment and the employee shall not thereafter be subject to discipline related to the initial acceptance of such supplemental employment. This provision does not waive the Employer's right as described in Section 5. of this Article.
3. The employee shall keep the Appointing Authority informed of contemplated changes in supplemental employment.
4. Procedures for prior approval of supplemental employment, including discussions of specific types of categories may be established in secondary negotiations, provided that such employment does not exceed departmental guidelines.
5. Should the Employer determine that an employee's supplemental employment interferes with his/her regular work or is in violation of this Agreement, he/she will be given reasonable time, which under normal circumstances will be no less than ten (10) work days, to promptly terminate his/her supplemental employment before being disciplined, requested to resign State service or involuntarily terminated. Conflict of interest in supplemental employment which violates Civil Service Rules and Regulations will be immediately terminated. Any grievances under this Section will be automatically expedited and begin at Step 3.
6. In the event that supplemental employment is denied by the Employer and a grievance is timely filed, the Employer agrees to expedite the grievance procedure for the handling of grievances for supplemental employment per the following:

Step 1. The grievance is given to the immediate supervisor with a request to expedite. If not expedited to the satisfaction of the employee/Union:

Step 2. The Union may verbally contact the Step 2 Official, explain the situation and request an expedited answer. If not expedited to the satisfaction of the employee/Union:

Step 3. The Union may verbally contact the Step 3 Official and request an expeditious answer.

At each step every effort will be made to answer the grievance prior to the date the employment is scheduled to begin.

This Article shall not be construed to limit or abridge the Employer's right to take appropriate disciplinary action in response to violation of Civil Service Rules and Regulations and/or in response to unauthorized supplemental employment. Present authorizations need not be renewed solely due to the execution of this Agreement.